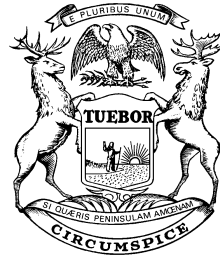


DEPARTMENT OF CIVIL SERVICE



JOHN E. LOPEZ, DIRECTOR

Capitol Commons, 400 South Pine Street
P.O. Box 30002, Lansing, MI 48909
Phone: (517) 373-3020, TDD: (517) 373-3030



The Department of Civil Service is the central personnel agency for state government, with overall responsibility for regulating conditions of employment for classified civil service workers in all of the departments of the executive branch of state government.

A 4-member commission heads the department. The governor appoints the commission members to serve for terms of 8 years. The **Civil Service Commission**, in turn, appoints the director of the department who serves as the state personnel director.

CIVIL SERVICE COMMISSION

	<i>Term expires</i>
DAVID ADAMANY, Detroit	Dec. 31, 1998
RAE LEE CHABOT, Franklin	Dec. 31, 2000
ROBERT PETTIGREW HUNTER, Midland	Dec. 31, 2002
SUSAN GRIMES MUNSELL, Brighton	Dec. 31, 2004

The state civil service merit system was introduced into state government by Act 346 of 1937, provided for in 1941 by an amendment to the Constitution of 1908, and currently provided for in article XI, section 5, of the Constitution of 1963. The department is responsible for examining candidates for state jobs on the basis of merit, efficiency, and fitness; classifying all positions in the classified service; and establishing rates of pay for these positions.

One of the department's responsibilities is to maintain a trained corps of career workers who carry on the work of state government regardless of changes in political leadership. The objective is to assure all Michigan citizens of a work force competent to perform the business of state government with nonpartisan efficiency.

The provisions of the Constitution of 1963, effective January 1, 1964, define the state civil service as "... all positions in the state service except those filled by popular election, heads of principal departments, members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making. The civil service commission may exempt three additional positions of a policy-making nature within each principal department."

The Department of Civil Service is organized into the following: the Executive Office, Merit Systems Services, and Employment Relations and Management Services.

The **Executive Office** is headed by the state personnel director. The state personnel director is hired by the civil service commission to administer the department of civil service. Many of the administrative functions of the commission are effectively delegated to the state personnel director.

The Executive Office includes the Office of the General Counsel, which serves as legal counsel to the Department and the Civil Service Commission, issues and maintains official publication of the Civil Service rules and regulations, and supports the Employment Relations Board.

Merit Systems Services is responsible for the development and administration of processes for classifying and selecting state employees. Cross-trained teams are assigned to service specific agencies in the areas of recruitment, classifications, evaluation, performance management, student programs and employment list processing.

This area also maintains state classified work force data and manages compensation programs for all classified employees. State department requests for personal service contracts are evaluated in Merit Systems Services, as well as Technical Appeals of those decisions and the department's selection and classification decisions. Also in Merit Systems Services, the Office of Compliance conducts department compliance audits to ensure that Civil Service merit principles and rules are followed. Additionally, Merit Systems Services provides staff support for the State Board of Ethics and the State Officers' Compensation Commission.

Employment Relations and Management Services administers other ongoing Civil Service functions. Hearings, Employee Relations and Mediation provides neutral dispute resolution services for many different aspects of labor and management relations. Such services include adjudicating employee grievances and unfair labor practice charges, conducting representation elections to determine exclusive representation rights, and providing mediation to assist in resolving collective bargaining disputes, employee grievances, and unfair labor practice disputes.

Employment Relations and Management Services also performs certain staff functions for the Civil Service Commission and is responsible for legislative liaison, departmental communications, and policy analysis and development. The Office of Technical Services is also part of this larger entity, and is responsible for enabling, supporting, and setting the standards for information technologies deployed within the Department of Civil Service.

Also under Employment Relations and Management Services is the Personnel Office, which provides personnel management and payroll services to departmental employees. In addition, the Human Resource Development Division, which administers a comprehensive training and development program for state employees, is housed in this area. The Management Services Division is responsible for all budget, accounting, purchasing, facilities management, and printing and mailing and stores operations, acting as a liaison for interdepartmental activities in these fields.



STATE BOARD OF ETHICS

Term expires

WENDY S. ANDERSON, Commerce Township	Feb. 7, 2000
ROBERT JAREMA, Saginaw	Feb. 7, 2003
THOMAS KERN, Reese	Feb. 7, 2001
CHRISTOPHER M. MURRAY, Grosse Pointe Farms.	Feb. 7, 2001
REV. BERNARD J. O'CONNOR, Ypsilanti	Feb. 7, 2000
JOHN D. PIRICH, East Lansing	Feb. 7, 2001
LISA MASINI POPKE, Canton	Feb. 7, 2003

ex officio

JENNIFER M. GRANHOLM, Attorney General
JOHN F. LOPEZ, State Personnel Director

The **State Board of Ethics** was created by Act 196 of 1973. The board is authorized to receive complaints concerning alleged unethical conduct by a public officer or employee from any person or entity; inquire into the circumstances surrounding the allegation; and make recommendations concerning individual cases to the appointing authority with supervisory responsibility for the person whose activities have been investigated. The function of the board is advisory and the board is not empowered to take direct action against any person or agency. State officers and employees may request advisory opinions from the board concerning whether specific factual situations are in harmony with the act.

The 7 members of the board are appointed by the governor, with the advice and consent of the senate, to serve for terms of 4 years. Upon expiration of a term, a member may continue to serve until a successor is appointed.

STATE OFFICERS' COMPENSATION COMMISSION

	<i>Term expires</i>
YVONNE BLACKMOND, Southfield	June 30, 2000
ARTHUR BLACKWELL, Detroit	June 30, 2002
SONYA K. FRIEDMAN, Birmingham	June 30, 2002
RUSSELL MAWBY, Augusta	June 30, 2000
MATTHEW MCLOGAN, Grand Rapids	June 30, 2000
ROBERT B. WEBSTER, Birmingham	June 30, 2002
RONALD N. WEISER, Ann Arbor	June 30, 2002

The **State Officers' Compensation Commission** was created by a 1968 amendment to article IV, section 12, of the Constitution of 1963 and implemented by Act 357 of 1968. The commission is assigned to the Department of Civil Service for purposes of administration, budgeting, procurement, and related management functions. The commission determines the salaries and expense allowances of the governor, lieutenant governor, justices of the supreme court, and the members of the legislature. The legislature, by concurrent resolution adopted by a 2/3 vote of the members elected and serving prior to February 1 of the year following the filing of the determinations, may reject either the entire determinations or specific determinations for specific positions.

The 7 members of the commission are appointed by the governor to serve for terms of 4 years. Members of the commission cannot be employees of the executive, judicial, or legislative branch of government. Upon expiration of a term, a member may not be reappointed to the commission.

